



**Duluth Building Safety**  
411 W 1<sup>st</sup> Street Duluth MN 55802  
218/730-5300 Fax 218/730-5901

## Project Information Worksheet Spring 2008 Commercial and 3+ Residential

Submit this completed worksheet at the permit counter with plans, the intake checklist, and any other documents required for your project. This form tells plan reviewers about your project and tells us how to contact you during plan review.

<p><b>Project Address</b></p> <p>.....</p> <p><b>Legal Description</b></p> <p style="text-align: center;">Lot/Block/Subdivision or other description</p>	<p><b>Email REQUIRED</b></p> <p><b>Applicant Email</b></p> <p>.....</p> <p><b>Owner Email</b></p> <p>.....</p> <p><b>Design Pro Email</b></p> <p>.....</p>		
<p><b>Applicant Information</b></p> <p style="text-align: center;">Name Phone Fax</p> <p>.....</p> <p><b>Applicant Address</b></p> <p style="text-align: center;">Street City State Zip</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-right: 1px dashed black; padding: 5px;"> <p><i>For office use</i></p> <p><b>Zoning District</b></p> <p>.....</p> <p><b>Water Management Area</b></p> <p>.....</p> <p><b>Special Approvals Required</b></p> <p>.....</p> </td> <td style="width: 20%; padding: 5px;"> <p><b>Checked By &amp; Date</b></p> </td> </tr> </table>	<p><i>For office use</i></p> <p><b>Zoning District</b></p> <p>.....</p> <p><b>Water Management Area</b></p> <p>.....</p> <p><b>Special Approvals Required</b></p> <p>.....</p>	<p><b>Checked By &amp; Date</b></p>
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<p><b>Owner Information</b>      <input type="checkbox"/> Owner is applicant: Contact info same as above</p> <p style="text-align: center;">Name Phone Fax</p> <p>.....</p> <p><b>Owner Address</b></p> <p style="text-align: center;">Street City State Zip</p>			
<p><b>Design Professional Information</b>      License #</p> <p style="text-align: center;">Name Phone Fax</p> <p>.....</p> <p><b>Firm</b></p> <p>.....</p> <p><b>Design Professional Address</b></p> <p style="text-align: center;">Street City State Zip</p>			
<p><i>Please describe the project:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

**Dropbox App?**

**Building plan review scheduled for week of:**